What filters are being used and how do they work?

Murray City School District uses the Utah Education Network (UEN) recommended iBoss content filtering system. This filtering system is the standard in the state of Utah for schools. We also use a Sophos firewall that has a filtering function to further filter content not effectively blocked by the iBoss system. Content is categorized and allowed or blocked according to default settings that are deemed appropriate for K-12 education. Chromebooks that use district email accounts will not be able to access the internet until the device is connected with our iBoss filters.

Despite the use of industry-proven preventative measures, Internet filtering is an evolving technology. The ability to bypass filters or trick them is also evolving. The district technology department updates the content lists daily and the firmware as quickly as possible to keep the platform stable. There remains a small chance that inappropriate sites or material may be inadvertently accessed by Murray City School District computer users. In such cases, students are encouraged to notify a school employee immediately. Employees experiencing such incidents should make a report to school level administration. These reports will then be followed up on by the district technology department to take appropriate action and make needed adjustments in preventative measures.

Are there different settings used for different grades and school levels?

Although most blocked sites are blocked on all student and guest networks, we do have some different sets of filtering rules for elementary, junior high, and high school students. This gives student's the access to information they need for their courses. There are some sites allowed at the high school level that are not allowed at the junior high or elementary level. Similarly, there are some sites allowed at the junior high level that are not allowed at the elementary level.

How are frequently used sites such as YouTube and Google filtered?

YouTube is available to students in restricted mode. Students may only access YouTube inside the schools by logging in using their district provided Gmail account. Students are only able to watch videos on YouTube that have been approved by Murray City School District teachers or administrative staff.

Google searches are checked for specific key words and sites are blocked according to the content rules set forth in the filtering software. An alert is sent to district technology personnel when these key words are searched.

What management systems are used on devices that provide additional control?

Desktop and Laptop Devices: LanSchool is used to manage desktop and laptop devices. This allows the teacher to monitor the screens of users from their computer and pause computer or internet usage to keep the class focused.

Chromebook Devices: The Google management system is used it is configured to only allow extensions to the Chrome browser that are approved by the district technology department. This management system allows the district to manage what apps and services are available for teachers and students.

iPads: The Apple Device Management System Mosyle Manager is used to manage all iPads in the district. This allows us to manage which apps are loaded onto the devices and to purchase apps legally for school use.

What resources does the district provide concerning educating students on safe internet use and digital citizenship?
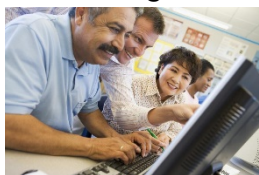
All students will receive an online device orientation no later than October 15. They will receive at least one lesson in each of the following topics over the course of the school year: self-image and identify, cyberbullying, relationships and communication, privacy and security, information literacy. Additionally, MCSD will be following the Common Sense Education Digital Citizenship Curriculum and its scope and sequence. Students will receive at least one lesson in each of the following six topics over the course of the school year: Media Balance and Well Being, Digital Footprint & Identify, Privacy and Security, Relationships & Communication, Cyberbullying, Digital Drama & Hate Speech, News & Media Literacy..

In our secondary schools, specialty classes that use computers include digital citizenship as part of their curriculum. These classes include College and Career Awareness as well as Business and CTE classes. Each student in grades 9-12 is required to complete .5 credit of computer technology for high school graduation. Courses that fulfill this requirement include standards specifically addressing digital citizenship topics.
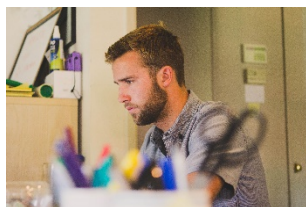
What resources does the district provide concerning educating parents/guardians on safe internet use and digital citizenship?

The PowerUp page on our Teaching and Learning website has a link for digital citizenship lessons. We are using resources from Common Sense Education.

Parents are provided a short video to watch during registration which introduces online safety and care of the Chromebooks that are provided for their students.

What resources does the district provide concerning educating teachers on safe internet use and digital citizenship?
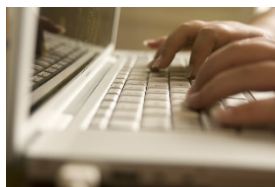
All certified teachers are required to complete the online Murray School District Citizenship and Digital Learning course through Canvas or UEN face-to-face training. This course trains teachers on digital citizenship and how to keep their tech savvy students safe while using different components of technology in and out of the classroom.

Additionally, a series of twenty-one (21) Murray School District technology certification courses are available for teachers online through Canvas. These courses can be complete as teachers would like to strengthen their knowledge of digital learning in the classroom.

Two (2) technology instructional coaches are available for teachers to access with regards to digital citizenship and digital learning needs.

What is the protocol when inappropriate content is accessed?

Teachers are asked to monitor students whenever they are online, either electronically or by walking around the classroom.

When inappropriate content is accessed by a student or staff member (either seemingly by accident or on purpose), the student or students should be removed from the situation and the school administration should be notified. The devices should be isolated and the district technology department should be contacted. Besides working to fix any issue discovered, the district technology department will work with the school administration to gather information and take appropriate measures if the Acceptable Use Policy was violated.

E-Rate Funding

Federal E-Rate funding is used to pay for the Internet connections between our schools, the district office, and the Utah Education Network. E-Rate funding is also used to update network equipment in our schools.

(School Name) Safe Technology and Digital Citizenship Report 2020-2021

What devices are being used and how are classes using them?

- **Chromebooks:** Chromebooks are provided for students in Grades K-6 and are used to support instruction across all content areas. Chromebooks are used as a learning device to support teacher-delivered curriculum, not to replace classroom instruction. Students work in outside platforms such as Lexia, Typing Agent, NearPod, Zearn, Google Classroom, IXL, and Prodigy and others in order to increase student engagement, provide accurate student growth and assessment data, and to improve learning outcomes for all students.

iPads: iPads are being used in all classrooms as an instructional support resource. Teachers use iPads to support classroom instruction (ex: writing on a tablet linked to a projector in the classroom during lessons) and to collect data during ACADIENCE literacy assessments and weekly progress monitoring of students.

What are the main applications, programs, and sites used in different classes, grade levels, and subject areas?

Students in grades K-6 use both district and school-purchased learning resources. These are available during the school day for use in class when assigned, and are also available at any time from home, so that students can practice to reinforce their learning in the evenings, on weekends, or over vacation breaks. Resources purchased by the school to support student learning include: BrainPop, BrainPop Jr., Reflex Math, IXL math, and Mystery Science.

What supervision practices are in place when students are online?

District filters are in place to protect students during internet searching. When students use computers during class time, their work is teacher directed and closely monitored. Students use approved applications and sites access through a single sign on the students' Clever screens. Access to the internet or unapproved sites is prohibited unless supervision is in place or until the site is approved and added to Clever. Student screens must remain visible to the teacher at all times.

Are there management tools used that allow teachers to digitally monitor student use or limit access to come applications or sites?

Clever, a platform for software applications, directs students to easily access only approved sites. Teachers can add applications they have approved to students' Clever platform, making it more noticeable when students are outside of the approved websites.

District filters also provide limited or no access to unapproved sites. Information on District filters can be found here: [District Safe Technology and Digital Citizenship Report](#)

What are the school rules when inappropriate information appears for students, staff and parents?

Teachers have instructed students to help protect themselves and others when using the internet. Students have been instructed by all teachers to immediately lower their Chromebook screen halfway and report inappropriate information that may appear to the nearest adult. If inappropriate information appears as a result of violating a class/school rule or procedure (accessing unapproved websites, etc.), consequences range from a warning to a loss of privilege or a police referral, depending on severity.

Are there safe reporting procedures for students, staff, and parents so that reporting is safe and encouraged?
 Students have been taught the importance of knowing and understanding that technology is a resource that must be respected and valued; they have been instructed by all teachers to immediately lower their Chromebook screen halfway and report inappropriate information that may appear to the nearest adult. Students who witness any suspicious activity have been taught to safely report to teachers or adults in the building either in person or in writing. Reporting is always encouraged and reporting procedures are reviewed frequently. Students are also made aware of the SafeUT app if reporting needs to be done after and in an alternate, safe environment.

How does the school balance access and safety for the grade levels at your school?

District wide filtering systems block inappropriate materials. Some websites that could be dangerous to students, such as YouTube, allow teachers to "approve" videos they deem appropriate for classroom use.

Teachers are encouraged to put all websites they use on Clever. This allows students access to the website, without having to type in the URL, creating a possibility of accessing unapproved or irrelevant sites. Additionally, this provides parents with a comprehensive collection of websites used in their child's learning so that they are aware of the technology resources being used in the school.

What does the administration see as important opportunities for our students related to constructive, proactive technology use?

McMillan school administration supports the effective and appropriate use of technology to support blended learning environments that foster developmentally appropriate learning for the whole child. To meet this goal:

- Administration commits continually review technology usage schoolwide to ensure that quality materials are being used, materials are being used appropriately, and that funding is being allocated to high impact programs that support the Utah Core.
- Administration commits to working with the district and outside providers to provide meaningful professional development to help teachers develop skills related to the use of technology.
- Administration commits to providing specialist support for the delivery of Digital Citizenship lessons for grades K-6 so that all students can learn the skills needed for safe and effective technology usage.
- Teachers demonstrate and model effective and appropriate classroom technology usage so that students gain the skills they need and have support in setting healthy limits with their technology usage.
- Parents support the school's technology usage by working with their students to follow the district's Electronic Device Policy.
- Parents will commit to supporting the blended learning initiative in their homes. They will work with schools in supporting digital citizenship including student exploration of new learning tools. They will respect technology that is brought home and support students in the blended learning initiative.

What training is currently provided to students about digital citizenship and safe use of technology?

All teachers in the Murray City School District are required to complete a Digital Citizenship course, either taken online or in person.

Students are required to participate in Digital Citizenship lessons. In the 2020-21 school year, lessons from CommonSense Media are being provided to students in both the online and classroom attendance options.

What training or information is provided to parents about how to discuss and support digital citizenship and safe technology use with their children and how to report inappropriate content?

Parents are encouraged to monitor their children's technology use at home and to report any concerns to the school so that they can be addressed collaboratively. Parents are informed of their child's learning technology experiences through classroom disclosures sent at the beginning of the year, as well as classroom newsletters, school-wide updates in ParentSquare, and fliers or home support letters sent from the teacher. The school administrator will work with the School Community Council to identify needs or wants from within the community to help adapt the school's learning technology procedures to the unique conditions of the 20-21 school year.